

# Daily Planet

Customer and Employee Relations Directorate,  
Internal Relations and Communications Department

Wednesday, Nov. 17

2004

## Schedule use or lose annual leave by Nov. 28

**U**se or lose annual leave for civil servants must be scheduled by Nov. 28. Annual leave that is lost due to required public business cannot be restored unless scheduled in writing. Leave requests should be submitted through WebTADS or by e-mail. See "Inside Marshall" for more information or call Mack Blackman at 544-7509 or Amy Rape at 544-7002.

**Blood drive,  
8 a.m.-1:30 p.m.  
Friday, Bldg. 4316.  
Details, 'Inside  
Marshall'**

**CFC drive  
extended to  
Nov. 26. Make  
contributions by  
cash or payroll  
deduction via  
WebTADS.**

## Retired Gen. Tommy Franks is Lunchtime Seminar speaker

**R**etired Gen. Tommy Franks, former commander and chief of the U.S. Central Command, is the November Lunchtime Seminar speaker. Franks will discuss the difference between managing people and leading them to be responsible, empowered and confident. The live satellite seminar will be from 10 a.m. to noon on Wednesday, Bldg. 4200, Room G-13E.

<http://inside.msfc.nasa.gov>